

Timeline of Responsibilities - Recruiting

The student hiring process includes many different steps and responsibilities that are distributed among the hiring manager, the student being hired, and Student Employment. This guide explains the full recruiting process from start to finish and who is responsible for taking action at all points in the process.

What Happens	Responsible Party
1. Posting is created and submitted to Student Employment for review.	Hiring Manager
2. Posting is reviewed.	Student Employment
a. IF the posting is approved, it will be posted on the requested date.	Hiring Manager
b. IF the posting is not approved, it will be sent back to the Hiring Manager with notes on what needs correction	Hiring Manager
3. Students apply to the posting.	Students
a. IF the posting is live, any student can search and apply for the position.	
b. IF the posting is internal, the Hiring Manager must send any students who are invited to apply a direct link to the posting (it will not be searchable).	Hiring Manager
4. Applications are reviewed, top candidates are identified, interviews are scheduled.	Hiring Manager (with assistance from Guest Users if applicable)
a. IF you have identified Guest Users for this posting, they can view applications and assist in narrowing down the candidate pool.	
5. ALL applicants are given updated disposition statuses (students being hired are set to "Recommend for Hire"), and hiring proposals are started for those selected for hire.	Hiring Manager

Please keep in mind, students may not begin working under any circumstances until the hiring process is completed and the student and supervisor have been notified by Student Employment.

Appendix: Workflow Diagrams Related to Student Recruiting

